

Federal Public Defender

Central District of Illinois

RICHARD H. PARSONS
Chief Federal Defender

401 Main Street, Suite 1500
Peoria, IL 61602

P O S I T I O N A N N O U N C E M E N T

Closing Date: Open Until Filled

ADMINISTRATIVE OFFICER

**Federal Public Defender
Central District of Illinois**

The Office of the Federal Public Defender for the Central District of Illinois has an opening for an **Administrative Officer**. The Federal Public Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases.

The successful applicant will provide assistance and advice to the Defender in financial, budget, and all administrative matters, with direct supervisory authority over all office administrative staff. General areas of direct supervisory responsibility include: financial management and analysis; budget management and analysis; accounting systems and controls; personnel administration, supervision, and training; space and facilities management; equipment, telecommunications and office automation management; and property, records and procurement management. More specifically, the Administrative Officer will perform the following duties: assist in the day-to-day operations of accounting functions; maintain and analyze accounting records; develop procedural manuals for financial procedures; review vouchers related to various expenses incurred by the office and staff for appropriateness of payment; prepare purchase orders and payment vouchers, as well as other financial documents; develop, update and monitor, with the Defender, a system of internal controls; perform internal controls audits for the office; and prepare and analyze a variety of reports.

A degree in accounting or financial management is preferred, along with at least three years specialized experience. Additionally, applicants must possess thorough knowledge of accounting practices and procedures, laws and regulations relating to appropriateness of payment, and Generally Accepted Accounting Principles (GAAP); ability to analyze financial operations and develop recommendations for improvements; a good knowledge of automated accounting systems and general office automated systems (such as WordPerfect/Word, Microsoft Excel and Windows); ability to communicate effectively both orally and in writing; and ability to maintain accurate records.

Individuals with a working knowledge of the FAS₄T automated accounting system are strongly preferred.

Occasional overnight travel to the divisional offices in Springfield and Urbana, Illinois is required, along with attendance at training classes and workshops. Excepted Service appointments are at will employees, and as such can be terminated with or without cause by the Defender at any time. The successful candidate will be subject to a background investigation with law enforcement agencies. Benefits include paid vacations, sick leave, choice of health benefits plans, and participation in the Federal Employees Retirement System. This position is subject to mandatory participation in electronic fund transfer for direct deposit of net pay. Travel expenses associated with the interview or relocation will not be paid.

No phone calls or faxes. To apply, send resume and three references to:

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The Office of the Federal Public Defender is an equal opportunity employer. Women and minorities are encouraged to apply. Position subject to availability of funding.